

LiveScan GOES LIVE ON JULY 1, 2016

- ▶ EFFECTIVE July 1, 2016, all fingerprinting must be done using the electronic “LiveScan” fingerprinting machines.
 - ▶ Exception: Out-of-state applicants for licensure by reciprocity; (please contact the Arkansas Department of Education)
- ▶ Please note: If “LiveScan” fingerprints are rejected by the FBI, the applicant will be notified by the Arkansas State Police.
- ▶ The applicant should follow the instructions in the letter he or she receives or contact the ADE Licensure Unit for more information. The applicant should not return to the “LiveScan” Cooperative locations to be rescanned.

WHO CAN INITIATE A CRIMINAL HISTORY BACKGROUND CHECK?

- ▶ The individual applicant may begin the background check process through an online process, including online payment.

OR

- ▶ A school district / employer may begin the background check process through an online process, and be billed by INA.

INDIVIDUALS INITIATING A BACKGROUND CHECK

- ▶ Instructions for Payment for Online Arkansas State Police and FBI Background Checks (Arkansas Residents Only)
- ▶ Go to www.ar.gov/ADEbackground
- ▶ A printable receipt will appear with a transaction number at the bottom (please keep)

Example:

Thank you. Your payment is complete.

Within 14 days you must present the transaction number below at time of fingerprinting (or this submission will expire and another payment will be required).

Your account will be charged by Arkansas GovPay - Arkansas Government Services.

Payment Summary
Amount Paid: \$37.75
Arkansas.gov Total: \$39.75
Payment Status: Complete
Order Date/Time: 01/30/2015 05:44:46 PM
Confirmation Number (Order Id): 20150130162452144
Name on card: Dina
Email Address: dina.pruitt@ark.org
Phone Number: 5016832447
Billing Address: 100 Main Street
Little, AK 72201
US
Transaction Number: EDC013314432

[Print Receipt](#) [Exit](#)

INDIVIDUALS INITIATING A BACKGROUND CHECK (Continuation)

- ▶ Once you have made your payment, bring your receipt from the online payment system (which has a transaction number) and a Government Issued Photo ID to the LiveScan site (Arkansas ONLY)
- ▶ http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/live_scan_locations.pdf
- ▶ http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/ADE_Background_Check_Consent_Form-56010.pdf

IMPORTANT! Fingerprints must be submitted within fourteen (14) days of the date the background check was initiated or the subscriber (applicant) will be charged again for the FBI check.

SCHOOL DISTRICTS INITIATING BACKGROUND CHECKS:

- ▶ All background checks must be initiated ONLINE – both state and federal should be run at the same time. To initiate the check and be billed monthly, a school district must be signed up online.
- ▶ If your school district has not subscribed online to run both background checks, please contact Information Network of Arkansas (INA) at 501-324-8900 or visit the Arkansas State Police website

<https://www.ark.org/criminal>

Please Note: You must complete the Subscriber Acceptable Use Policy

Out of State Residents

- ▶ If you are an out of state resident the fingerprints cannot be obtained by electronic fingerprinting.
- ▶ The applicant must complete an application and obtain a fingerprint card.
- ▶ All paperwork for the required background checks may be secured through the Office of Educator Licensure and local school districts which will be sent to the Arkansas State Police at the address listed on the back of the application.

Note: A Background check using a fingerprint card will take longer to process.

ADE BACKGROUND CHECK CONSENT FORM:

- ▶ The ADE Background Check Consent / Fingerprinting Request Form must be completed. This form has been modified. All previous consent forms are superseded by this form and should be destroyed. See Commissioner's Memo LIC-16-016 or go to:

http://adecm.arkansas.gov/Attachments/LIC-16-016--Attachment_C_-_ADE_Background_Check_Consent_Form_rev11.2015.pdf

THE CONSENT FORM MUST BE RETURNED TO THE ADE OFFICE OF
EDUCATOR LICENSURE.

Child Maltreatment Central Registry Background Check Form

- ▶ The Child Maltreatment Central Registry background check is handled separately from the criminal history check, using the Child Maltreatment Central Registry Background Check Form.

[http://www.arkansased.gov/public/userfiles/
HR_and_Educator_Effectiveness/HR_Educator_Licensure/
Central_Registry_Form_011513.pdf](http://www.arkansased.gov/public/userfiles/HR_and_Educator_Effectiveness/HR_Educator_Licensure/Central_Registry_Form_011513.pdf)



For more information, please contact:

Jennifer Liwo, ADE Professional Licensure Standards
Board at (501)-682-0166

or

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(501)682-4342